

Leadership Mirror Frequently Asked Questions (FAQs):

Tech Questions:

Q: Help, I forgot my password

Q: Do I need to keep the password they sent to me?

Questions about Responders:

Q. Am I required to designate people for the “other” category?

Q: How many responders do I need in each category?

Q. If I don't get the minimum responders in each category [supervisor, peer, and subordinate], will I still get a multirater report?

Q: My last boss hated me. We just didn't get along. Should I send the report to my previous boss who liked me and skip the last one?

Q: How do I know if I have enough responses?

Q: I'm not getting enough responses. What do I do?

Q: My responder declined by accident, how can I re-invite them?

Q: I have enough responses. What do I do?

Leadership Mirror Questions:

Q: What is a 360 degree feedback?

Q: I've been selected for school, when will I get my password and username?

Q: Will the results of this assessment be a part of our performance assessment as students?

Q: I'm Air Force (Active, Guard, and Reserve), is this mandatory?

Q: I'm not Air Force or I'm an Air Force civilian, is this mandatory?

Q: I'm not Air Force and I just did one of these for my Service – do I need to do it again?

Q: Do International Officers take the Leadership Mirror?

Q: When should I start this?

Q: Why can't I see my results on-line?

Q: What are competencies?

Q: How does this relate to Air Force Doctrine Document 1-1?

Q: What are some good resources to use to develop ourselves based on the feedback we receive?

Tech Questions:

Q: Help, I forgot my password

A: Go to the DDI website at <http://lm.af.ddiworld.net/> and click on “Don’t Know Your User Name and/or Password?” Fill out as much information as you can and a new password will be sent to you.

Q: Do I need to keep the password they sent to me?

A: Consider changing your password to something you’ll easily remember. Don’t forget to store your user name and password in a safe place where you can access it in the future and as you move to Maxwell.

Questions about Responders:

Q: Am I required to designate people for the “other” category?

A: No. Don’t worry about this category unless you really have some folks in mind who just don’t fit into any of the other categories. In that case, you will need at least three responses to meet the minimum to keep anonymity.

Q: How many responders do I need in each category?

A: In order for the identity of the responder to remain anonymous, you need at least three responders in each category. This does not apply to your supervisor; you only need a minimum of one supervisor to respond. As a rule, you should send the report to a minimum of six peers and six subordinates.

Q: If I don't get the minimum responders in each category [supervisor, peer, and subordinate], will I still get a multirater report?

A: A true multi-rater report requires feedback in all categories plus your own ratings to be a 360 degree feedback report. If less than three responses are received for any category (other than supervisor) the Leadership Mirror will not give you feedback in that category. As a rule, you should send the report to a minimum of 6 peers and 6 subordinates.

Q: My last boss hated me. We just didn’t get along. Should I send the report to my previous boss who liked me and skip the last one?

A: This is a great chance to get real feedback, don’t limit yourself to sending the survey only to people who you know like you. Be brave and use this opportunity to get the truth. Remember, the results will be confidential.

Q: How do I know if I have enough responses?

A: You can log onto the Leadership Mirror Website and see how many responses you’ve had. You won’t know who responded, just how many.

Q: I’m not getting enough responses. What do I do?

A: You can send a reminder e-mail to your respondents, reinforcing how important this is to you, and you can add more respondents too.

Q: My responder declined by accident, how can I re-invite them?

A: Contact the Leadership Mirror Administrator with the name and e-mail address of the responder and we will get an invitation resent to that person.

Q: I have enough responses. What do I do?

A: You could send a thank-you e-mail to your responders for taking the time to give you feedback. You can add more responders if you'd like. Your report will be available for you to view shortly after you arrive at Maxwell.

Leadership Mirror Questions:

Q: What is a 360 degree feedback?

A: It is a feedback tool that helps people measure their skills and abilities in those areas critical to job success. The 360 means that the feedback comes from you, your boss, your peers, and your subordinates give you a full circle "look in the mirror." Comparing your perceptions of yourself to the perceptions others have of you can provide significant insights.

Q: I've been selected for school, when will I get my password and username?

A: We send out invitations in the spring via e-mail. If you are concerned that you may not have received your invitation, please contact the Leadership Mirror Administrator.

Q: Will the results of this assessment be a part of our performance assessment as students?

A: No. The results are for your personal development and will not be shared except with your feedback coach.

Q: I'm Air Force (Active, Guard, and Reserve), is this mandatory?

A: Yes.

Q: I'm not Air Force or I'm an Air Force civilian, is this mandatory?

A: It is highly encouraged. This is a great chance to get some comprehensive feedback at no cost to you.

Q: I'm not Air Force and I just did one of these for my Service – do I need to do it again?

A: Probably not. Just bring your results so you can use them to help create your development plan. If in doubt, contact the Leadership Mirror Administrator.

Q: Do International Officers take the Leadership Mirror?

A: We have found that it does not always translate well, and that it is a challenge to get responses, so we do not require this for International Officers.

Q: When should I start this?

A: Right away!! The sooner you start the better so that you and your responders can complete this before you arrive at Maxwell.

Q: Why can't I see my results on-line?

A: Results will not be posted to the Leadership Mirror website until after you arrive at school (usually after your feedback session)

Q: What are competencies?

A: Competencies are a cluster of behaviors, knowledge, technical skills, and motivations that research has found to be related to job/mission success or failure. Further information can be found in AFDD 1-1.

Q: How does this relate to Air Force Doctrine Document 1-1?

A: The competencies assessed in this survey map directly to the competencies listed in AFDD 1-1. This survey focuses on competencies deemed most important to individuals who are working at the Operational level of warfare. This is a mix of the competencies incorporating all of the competencies in the People/Team bucket with some from the Personal and some from the Institutional buckets.

Q: What are some good resources to use to develop ourselves based on the feedback we receive?

A: You will be given some direction by your feedback coach during training sessions. The Air Force is also building a website that will give access to multiple resources intended to help further your development in the Enduring Competencies.
